

Appendix # 1
1-10-14

6-4 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace.

When using equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Elected Official and Department Heads are responsible for budgeting for equipment and vehicle maintenance. This should include preventative maintenance, parts replacement and vehicle appearance..

Employees are expected to notify the supervisor if any equipment, machinery, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

The use of tools, equipment, etc., for personal or other non-county purposes without prior approval by a department supervisor or the County Commissioners is strictly prohibited and can result in disciplinary action, including discharge.

Staff Reports
1-10-14
Appendix #2

MONTHLY REPORT

MAINTENANCE

JANUARY 2, 2014

SUBMITTED BY: Mike Miller

COURTHOUSE

Perfection Group assisted troubleshooting a 3rd floor heating problem in a Circuit court office area, which was a piece of insulation that had collapsed in the supply duct.

Perfection Group assisted troubleshooting a no power problem to the heat pump for the 4th floor law library. Found a loose wire in a disconnect switch in the attic space of the law library.

Finished painting in main Auditor's office, have purchased 4 ceiling fans to be installed.

Continuing on plaster repair on 4th floor, N.W. corner.

ANNEX

Cummins Crosspoint continuing to troubleshoot emergency generator, have scheduled to have block heater replaced.

Saniglaze performed a restoration process to the floor tile in several basement and 1st floor areas, including rest rooms.

220 W. WASHINGTON

Had awning installed over basement north entrance door.

Having Perfection Group perform an air balance throughout the basement, which will include some ductwork modification, and replacement air diffusers.

JAIL

A-J Kitchen Installations installed new kitchen dish machine, booster heater, and convection steamer, was called back for dish machine plumbing problem.

Best Kitchens called in on warranty plumbing problem on convection steamer.

Accu-Temp has looked at several HVAC problems, including a potential flow problem with the heating boilers, have compensated with the loop circulation pumps, but some modifications are in the future. Also a domestic water pump that needs rebuilt, and/or a new one purchased.

Accu-Temp performed their quarterly PM on the HVAC equipment.

Repair to laundry washer.

Television installed in Book-in.

Looking at multiple door lock issues, solenoids, etc. . Going to research if a possible preventive maintenance program for door locks would be feasible.

Continuing with wall work in basement, former squad room area. Painting of both rooms underway.

Painting planned in several areas for January.

MAPLE VIEW

240 volt power ran from basement panel to the kitchen, dishwasher installed
In the kitchen.

Commissioner's Report – January 6, 2013

Help Desk Call Summary for December

of calls closed for the month: **December - 205**, November – 201, October – 300 (YTD Avg / Month – 220)

of calls NOT closed within 12 hours - 3

of calls currently open: 18 open calls, 8 are projects or new tasks

Email Filtering / SPAM

- Inbound counts **Total Emails – 63,096 / SPAM – 3,746**
- Viruses stopped before reaching Boone – 271

Major Issues / Outages / After-hours calls

- Restarted Cisco / Interact connection

Completed Projects

- **New Courtview Public Access website – Live on 12/3/13**
 - Works now with Internet Explorer 10 and other browsers
- **Sheriff Dept. network upgrade – Completed – 12/13/13**
 - 4 new switches installed
 - 10GB backbone in place
 - Switches installed and tested
 - Will allow 10GB backbone in Jail and between Courthouse and Jail
 - All ports for workstations and servers will be capable of 1GB connections (mixed 100MB and 1GB now)

New / Ongoing projects

- **Talking with Witham about Radio booster**
 - Approved by County Commissioners on 12/2/13
 - Would like to use Sheriff's tower and VPN to connect site to site for radio system
- **Investigating door security / lock system for County buildings**
- **PC / Laptop Rollout – Ongoing**
 - 6 PCs left for Jail installs
 - Laptops complete

		COMMISSIONER'S REPORT											
		31-Dec-13											
		Year to date 2013											
BUILDING													
Total permits issued for 2013 DEC~		9	212										
Permit Fees for 2013 DEC~		\$1,051	\$32,559										
Total fees had been deposited by month end													
Permits issued per township :		Center	Clinton	Harrison	Jackson	Jefferson	Marion	Perry	Sugar Creek	Washington	Worth	Total for the month	
New Home													
Addition, Remodel; etc.							1						
Accessory							1		1				
Electrical			1			1				1			
Farm Building		1			1								
Any Commercial/Industrial													
Sign													
Home Occupation													
Temp Trailer (Const. or Res.)													
Demolition		0	0	0	0	0	0	0	0	0	0		
TOTALS for the month		1	1	0	1	1	2	0	1	2	0		9
Totals year to date		46	15	8	19	19	20	21	20	28	9		
				Year to date 2013									
Inspections 2013 DEC~		58		718								TOTALS	1
PLANNING													
APC filings 2013 DEC~ per township		1											\$300
Fees collected~		\$300											
BZA filings 2013 DEC~ per township													
Fees collected~							1						1
							\$275						\$275
FINANCIAL													
Actual Deposit		2013 DEC		Year to date 2013								Income vs Budget	
Building		\$1,224.00		\$32,676.00									
Planning		\$1,317.69		\$7,540.19									
Economic Development Fee		\$0.00		\$0.00									
TOTALS		\$2,541.69		\$40,216.19								19.15%	
Planning deposit includes fees for copies, deposits may not reflect fees reported until the next month													